

Equity Security Holders List

Instructions:

Select *Bankruptcy*

Select *Miscellaneous Activities*

Enter case number

Verify case number is correct

Select Document Event: [Equity Security Holders List](#)

Select Party

- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.

Add additional creditors

- Creditor Maintenance - enter creditors individually OR
- Upload creditor matrix - text format only
- If more than 100 creditors, call clerk's office